

DJS RESOURCES SPECIALIST SUPERVISOR (2597)

I. NATURE OF WORK:

A DJS Resources Specialist Supervisor is the supervisory level of work in identifying service options and authorizing expenditures for the treatment and care of juveniles under the jurisdiction of the Department of Juvenile Services. Employees ensure that individualized services adhere to departmental protocols, meet the needs of juveniles in the least restrictive environment, and are fiscally responsible and consistent with public safety concerns. Employees in this classification supervise DJS Resources Specialists.

Employees receive general supervision from a designated program manager or administrator. The work may require travel throughout the State to visit homes, schools, community based services and juvenile residential facilities.

The DJS Resources Specialist and DJS Resources Specialist Supervisor are differentiated on the basis of supervisory responsibilities. The DJS Resources Specialist performs the full range of duties under general supervision and the DJS Resources Specialist Supervisor has full supervisory responsibility for DJS Resources Specialists.

II. EXAMPLES OF WORK: (Examples are illustrative only)

- Supervises DJS Resources Specialists;

- Trains and provides direction to subordinate staff on resource identification and allocation methods that adhere to departmental protocols, meet the needs of juveniles in the least restrictive environment, and are fiscally responsible and consistent with public safety concerns;

- Monitors staff activities to prioritize workload, identify progress and provide direction and guidance on identification of service options and allocation expenditures;

- Reviews and approves staff correspondence, reports, contracts, specifications, bid for proposals, specifications and expenditure recommendations;

- Identifies service options and authorizes expenditures for the treatment and care of juveniles under the jurisdiction of the Department of Juvenile Services;

- Develops contracts, requests for proposals, bid solicitations, and specifications, and negotiates with private vendors to procure services;

- Analyzes placement and services needed by juvenile populations, identifies trends and develops projections and recommendations for future needs;

- Coordinates the placement process for juveniles who may need special services or out-of-home placement by consulting in staffings with case managers;

- Develops and offers treatment options and advises case managers and others of available programs and funding;

- Participates in treatment team review meetings that determine the appropriateness and need for continued placement of juveniles;

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Documents juvenile case activities, such as placement recommendations and justifications, in an automated database system;

Acts as liaison with the public and private providers to ensure that juveniles receive appropriate consideration with referrals, admission, retention and treatment services;

Investigates and resolves problems associated with securing and maintaining placement or services from specific providers;

Acts as liaison with other agencies and organizations to secure needed services for juveniles or to coordinate services for co-committed juveniles;

Consults with parents, legal guardians, attorneys, and public and private agency personnel to obtain or clarify information and coordinate resource services;

Conducts site visits to public and private facilities to keep abreast of program services and maintain informational resources;

Assists in the assessment of program effectiveness, development of new solicitations for services or programs and the selection of contractors;

Attends in-service training courses to keep abreast of current juvenile treatment and behavior modification theories, principles, protocols and practices;

May represent the Department at public meetings and on committees, local boards and task forces to discuss juvenile services, issues, resources, programs and procedures;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the public and private resources addressing juvenile service needs in the areas of residential and non-residential treatment, behavior modification, education, employment, health, detention, and law enforcement;

Knowledge of the laws, regulations, policies and procedures applicable to juvenile services programs;

Knowledge of the principles, methods, techniques and practices associated with the treatment and rehabilitation of juveniles;

Skill in identifying fiscal resources for the treatment and care of juveniles;

Skill in developing contracts, requests for proposals, bid solicitations and specifications for juvenile services;

Skill in negotiating with vendors to procure services;

Ability to supervise and train DJS Resources Specialists;

Ability to stimulate, develop and coordinate interagency, community and private agency programs and services;

Ability to use computer systems to produce reports and presentations and access informational resources;

Ability to maintain confidentiality of juvenile case materials and related information;

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Ability to prepare accurate, clear and complete reports;
Ability to communicate effectively with staff from juvenile services facilities, parents and families, attorneys, law enforcement personnel, representatives from public and private organizations and the general public.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Possession of a Bachelor's degree from an accredited four year college or university.

Experience: Three years of experience providing case management services to emotionally or socially maladjusted, delinquent, victimized, or exceptional juveniles in a community or residential setting.

- Notes:
1. An Associate of Arts degree in the social or behavioral sciences or criminal justice from an accredited college or university and two years of experience providing direct services to children in a community or residential setting may be substituted for the required Bachelor's degree.
 2. A Master's degree in the social or behavioral sciences or criminal justice from an accredited college or university may be substituted for one year of the required experience.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties may be required to possess a motor vehicle operator's license valid in the State of Maryland.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: _____
Director, Division of Salary Administration
and Position Classification